

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology & Support
Section/Unit: Construction & Real Property Services Section
Facilities Management Unit

Schedule No.: 78-016 **Admin. Chg. Date:** 10-15-97

Record Series Title: INSTITUTIONAL HEALTH PROJECT REVIEW FILES

Description: Documents relating to review of plans and specifications of institutions constructed within the State.

Included are: narrative reviews of preliminary plans; comments regarding changes in plans required by unit; inspection reports in areas of sanitation and food service; and similar and related documents.

File Arrangement: By county, and/or alphabetically by institution.

Retention/Disposition Instructions:

Maintain documents until reviews are completed and preliminary plans approved; place all papers in completed file; cut off completed file at end of each fiscal year; hold 2 years; transfer to State Records Center; hold 8 years; then destroy.

Confidential: No-Open Record

Supersedes: 78-16 (approved 3-10-78)

M97-253

(78-016.0SS)

970922-03

RECORDS RETENTION SCHEDULE NOTIFICATION
(ADMINISTRATIVE CHANGE OR DELETION)

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING
AND
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

M 97-253

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO.
SEE BELOW *

NOTIFICATION DATE

SERIES TITLE
VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.

APPROVED DATE

ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)

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ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

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IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

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SCHEDULE DELETION

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SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

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SEE DELETION EXPLANATION BELOW:

3WC *[Signature]* 12/2/97 *[Signature]* 12/2/97 *[Signature]* 12/2/97
~~00-001, 00-002, 00-003, 00-004, 00-080, 70-110, 73-499, 73-500, 73-501, 75-115, 78-016, 78-0299-A, 78-301~~

78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

DATE:
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

DATE:
12-2-97